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John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

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June 2019

John C. Stennis Space Center Test Area Access Control

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	June 18, 2019
	Review Date:	June 18, 2024
Responsible Office: EA00/Engineering and Test Directorate		
SUBJECT: Test Area Access Control		
Page 2 of 16		

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Stennis Organizational Instruction	SOI-8080-0040	Rev I
	Number	Rev.
	Effective Date:	June 18, 2019
	Review Date:	June 18, 2024
Page 3 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Basic	2/9/01	B. Robinson/X2433	Complete reformat of PTD-OI-T29. Initial release to new numbering system and document format.
Revision 1	5/9/01	B. Robinson/X2433	Complete rewrite of PTD-OI-T29 to include provisions of PTD-OI-T18.
Rev 2	March, 2004	C. Powell /X3047	Updated POC, Approvals, review date, reference section 3 and added Appendix C.
Rev 3	May, 2006	M. Byrd/X2635	Complete rewrite to address new guard gate on Saturn Drive and new required safety orientations.
Rev 4	December, 2007	M. Byrd/X2635	Updated temporary badge formatting.
Rev 5	February, 2009	J. Stealey/X2236	Updating Directorate titles
Rev 6	May, 2009	J. Stealey/X2236	Added badge board requirements
6/Change 1	February, 2011	T. Addlesperger/X8-1038	Admin update to change POC and effective and review dates
Rev 7	March, 2015	J. Lott/82070	Complete revision including the addition of the "S" complex access
Rev H	March, 2016	J. Lott/82070	Deleted reference to SPLN-3410-0001 and NPR 8715. 3;4.3, added reference to ETD updates to APL; 7.1 revised TOC and FOSC to NASA operations support contractor; 7.6 added reference to ETD updates to APL; Appendix A, removed reference to ETD updates to APL; Appendix C, revised reference to the Ops Desk; added Hyperlinks. Change Revision to H to adhere to ETD current policy

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		Page 4 of 16
SUBJECT: Test Area Access Control		

Rev I	June 2019	J. Lott/82070	Added Appendix D for the R Test Complex; Updated Appendix A.1 to reflect R on back drops; Updated Appendix A.2 test complex map for R complex; various other minor clarifications/updates
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Stennis Organizational Instruction	SOI-8080-0040	Rev I
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	June 18, 2019
	Review Date:	June 18, 2024
Page 5 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

Table of Contents

1.0 PURPOSE..... 6

2.0 APPLICABILITY..... 6

3.0 REFERENCES..... 6

4.0 RESPONSIBILITIES..... 6

5.0 PROCEDURES..... 7

6.0 RECORDS AND FORMS..... 9

7.0 DEFINITIONS..... 9

Appendix A – SSC Test Complex Access Control & Badging..... 10

Appendix B - A/B Test Complex Badge Board Operations 14

Appendix C - E Complex Badge Board Operations 15

Appendix D - R Test Complex Badge Board Operations..... 16

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	Number	Rev.
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 6 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

1.0 PURPOSE

To define the regulations for access to and within all SSC propulsion test facilities and test support areas for which the Engineering and Test Directorate (ETD) organization is responsible.

2.0 APPLICABILITY

This Stennis Organizational Instruction (SOI) will cover access requirements and methods of access control for all SSC propulsion test facilities and test support areas for which ETD is responsible.

3.0 REFERENCES

All references are assumed to be the latest version unless otherwise indicated.

- [NPR 1600. 1A](#) *NASA Security Program Procedural Requirements*
- [SPR 1400. 1](#) *Document Preparation, Numbering, and Management*
- [SPR 8715. 1](#) *Safety and Health Program Requirements*
- [SPLN-1040-0006](#) *Emergency Management Plan*

4.0 RESPONSIBILITIES

- 4.1. The SSC Center Operations Directorate (COD) shall be responsible for overall security policies, which govern SSC.
- 4.2. The Engineering and Test Directorate (ETD) shall be responsible for access control and the authorization of all activities within SSC propulsion test facilities and test support areas.
- 4.3. The NASA-SSC Security Office shall maintain an Authorized Personnel List (APL) for those persons who will be authorized to grant permanent and temporary access to SSC propulsion test facilities and test support areas. ETD will provide regular updates to the APL to NASA security.
- 4.4. The NASA-SSC Security Office shall maintain a list of all persons granted permanent and/or temporary access to SSC propulsion test facilities and test support areas. The Security Office will also maintain the training records associated with each access granted.
- 4.5. Violation of the policies set forth in this OI will be reported to the employee's management and may result in removal of all access to the test complex.

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	Number	Rev.
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 7 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

5.0 PROCEDURES

- 5.1. This SOI implements the access control requirements for SSC Propulsion test facilities and test support areas.

Permanent access into the SSC Test Complex, Test Support Areas and Test Stands shall be authorized by someone listed on the Permanent Access APL. Personnel approved for permanent access must complete required safety training in order to obtain a permanent test complex badge. The test complex badge shall be issued by NASA Security or designees and must be worn at all times, unless prevented by safety concerns.

- 5.2. Temporary access into the SSC Test Complex, Test Support Areas and Test Stands shall be authorized by someone listed on the Temporary Access APL. Personnel approved for temporary access must complete required safety training in order to obtain a temporary test complex badge. The test complex badge shall be issued by NASA Security or designees and must be worn at all times, unless prevented by safety concerns.

NOTE: All Access safety training completed for visitors and temporary access personnel is good for one year from the training completion date. However, the Chief of Operations Division reserves the right to require retraining or extend training of all individuals entering the test complex with any level of access.

- 5.3. Temporary access into the test complex areas that have been solely designated as a “Construction Zone” shall be authorized by someone listed on the Temporary Access APL. Personnel approved for temporary access under such circumstances must view the general test complex safety video in order to obtain a test complex construction badge. The test complex badge shall be issued by NASA Security or designees and must be worn at all times, unless prevented by safety concerns.

- 5.4. Visitors may be escorted only, into the Test Complex areas upon approved access by someone on the APL. Escorted personnel will be required to obtain an “Escort Required” test complex badge. The test complex badge shall be issued by NASA Security or designees and must be worn at all times, unless prevented by safety concerns. The escort must have permanent access into the areas being visited, and access to hazardous areas must be coordinated with the Test Director/Stand Manager, or facility manager.

NOTE: The escort, as the one most familiar with the safe practices in and surrounding the test areas, will be required to escort the visitor through the Test Complex guard gate and must remain with the visitor at all times ensuring his/her safety. (Failure to comply with this requirement may result in removal of the escort’s access privileges to the test complex.) Escorted individuals are not required to watch the test complex safety video.

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	Number	Rev.
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 8 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

- 5.5. All personnel who have access to specific areas within the test complex shall only enter those areas for which they are authorized. Personnel shall not access non-authorized areas without an escort.
- 5.6. All personnel shall adhere to the badge board operations protocol for the facility being visited. These operational instructions are listed in Appendix B for the A/B Test Complexes, Appendix C for the E-Complex and in Appendix D for the R Complex.
- 5.7. Tours of the SSC Test Complex
- The NASA-SSC Office of Communications and Office of STEM Management will conduct driving tours of the SSC engine test complex as part of the Visitors Center operations. All driving tours will follow predetermined routes. It will be the responsibility of the tour escort not to allow disruptions in active work areas.
 - Test Facility and Control Center tours will be conducted by NASA-SSC Office of Communication and Office of STEM Management in coordination with the office of the Director for the Engineering and Test Directorate. These tours shall be requested by PAO for special VIP's and will be authorized by an individual on the APL who is authorized to grant permanent access. The person authorizing the tour shall be responsible for notifying NASA Security of authorized tours.
- 5.8. Test Complex and Test Support Area Warning
- All personnel entering test areas shall be familiar with warning signs and caution lights and shall be capable of following verbal instructions.
 - All Complex hazardous conditions, i.e., propellants in the run tanks, pressurized tanks, etc., are signaled by the following test area condition indicator lights:

RED (FLASHING) LIGHT- Terminal countdown to test. No access.

AMBER (Flashing) LIGHT - Propellant Loading, Propellant Transfer or hazardous operation is in progress and personnel should be alert for warnings. Limited access only with permission of Test Operations

AMBER (STEADY) LIGHT- Static Propellants are stored in the facility. Limited access only with permission of Test Operations

GREEN (STEADY) LIGHT - No propellants in facility. (Personnel are still required to check-in with Test Operations)

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 9 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

6.0 RECORDS AND FORMS

The following minimum records and/or forms are generated and/or maintained in accordance with this procedure or as defined in a requirements document. All records and forms are assumed to be the latest version unless otherwise indicated. Quality Records are identified in the SSC Master Records Index.

Records resulting from the execution/implementation of this SOI are as shown and identified in Section 5.0.

7.0 DEFINITIONS

Test Team - Permanent NASA, test article contractors, NASA operations support and NASA's commercial partners.

Non-Test Support Personnel - Personnel who perform work or provide technical support services at the test complexes. They include the installation, repair and alteration contractor and hardware contractor TDY personnel who are assigned to support test activities at SSC.

Visitors - All personnel admitted to the test complexes other than the above are considered visitors.

Test Complex - The area that includes all test facilities and all support facilities and buildings.

Test Facility - The test stand or test cell.

Authorized Personnel List (APL) - The list of personnel authorized to grant, authorize and maintain access to a test complex or test facility. This list will be maintained by the NASA-SSC Security Office and regularly updated by E&TD.

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 10 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		







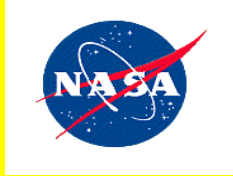
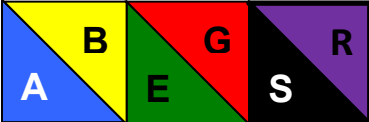
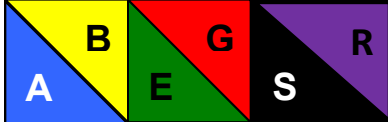
Appendix A – SSC Test Complex Access Control & Badging

The control of access and movement of personnel within the SSC Test Complex will be conducted by using Test Complex access badges issued by NASA Security. These badges will be worn with, and in addition to, permanent or visitor badges issued by NASA Stennis and NASA badges issued to civil servants by other NASA Centers.

Three levels of access will be granted to personnel entering the Test Complex. The first level, GENERAL ACCESS, allows personnel into the Complex, Administrative areas and Test Stand office areas. The Second Level, AREA ACCESS, will grant access to hazardous and controlled test and test support areas. The third level, CONSTRUCTION ACCESS will grant access to areas that have been entirely designated as a “Construction Zone”. Permanent test complex personnel will be issued a permanent Test Complex badge with access levels issued commensurate with that required to perform their jobs. Temporary badges issued into test areas and construction zones will show the appropriate access levels (color coded) as authorized by the clearing party, along with an EXPIRATION DATE. It should be noted that those persons allowed to grant AREA ACCESS are also authorized to provide GENERAL ACCESS into the Test Complex. All personnel who are granted unescorted access to any test area must complete the required training/orientation for each facility prior to performing work in the authorized areas. Badges will be issued at the South Gate Reception Center with the exception of “Escort Required” badges which may also be issued at the Test Complex Guard Gate located on Saturn Drive.

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	Number	Rev.
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 11 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

A.1 SSC Test Complex Badges

Escort Required	Permanent General Access	Temporary Construction Site
Property of Stennis Space Center	Property of Stennis Space Center	Property of Stennis Space Center
		
XXXXXX VISITOR	NICK NASA 011-123456	JOE CONSTRUCTION
ESCORT REQUIRED EXP. DATE _____		JOB SITE MM/DD/YYYY XXXXXX
Permanent All Facilities	Center Director Escorted Guest	Temporary Access
Property of Stennis Space Center	Property of Stennis Space Center	Property of Stennis Space Center
		
JOE TESTER 011-123456	Center Director Escort Required	Victor Visitor MM/DD/YYYY
	Guest 1	

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 12 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

G-General Complex Areas (RED) include, at a minimum, the following facilities. Please reference the map shown in Appendix A.2 for further clarification.

Test Operations Buildings (B-4010), B-3225, B-3226, B-4080
Test support buildings (B-4301, B-4302, B-8201, B-8301, B-8302, B-8304, B-8305, B-8306, etc.)
Data Acquisition Facility (B-4995)

S-Support Areas (BLACK) include the following facilities. Please reference the map shown in Appendix A.2 for further clarification.

High Pressure Industrial Water (B-4327 and B-4400)
High Pressure Gas Facility (B-3305 and B-3306)
Propellant Barge Transfer Docks (B-3407 and B-3410)
Cryogenic Control building (B3418)

A-“A” Test Complex Areas (BLUE) include, at a minimum, the following facilities. Please reference the map shown in Appendix A.2 for further clarification.

A-1 Test Stand (B-4120)
Propellant Barge Docks
A-Complex Observation Bunkers
A-2 Test Stand (B-4122)
A Test Control Center (B-4110)
A Complex Inert/Hydrogen Bottle Areas (B-4103)
A-3 Test Stand (B-4123)

B-“B” Test Complex Areas (YELLOW) include, at a minimum, the following facilities. Please reference the map shown in Appendix A.2 for further clarification.

B-1 Test Stand (B-4220)
Propellant Barge Docks
B-Complex Observation Bunkers
B-2 Test Stand (B-4221)
B Test Control Center (B-4210)
B Complex Inert/Hydrogen Bottle Areas (B-4240)

E- “E” Test Complex Areas (GREEN) include, at a minimum, the following facilities. Please reference the map shown in Appendix A.2 for further clarification.

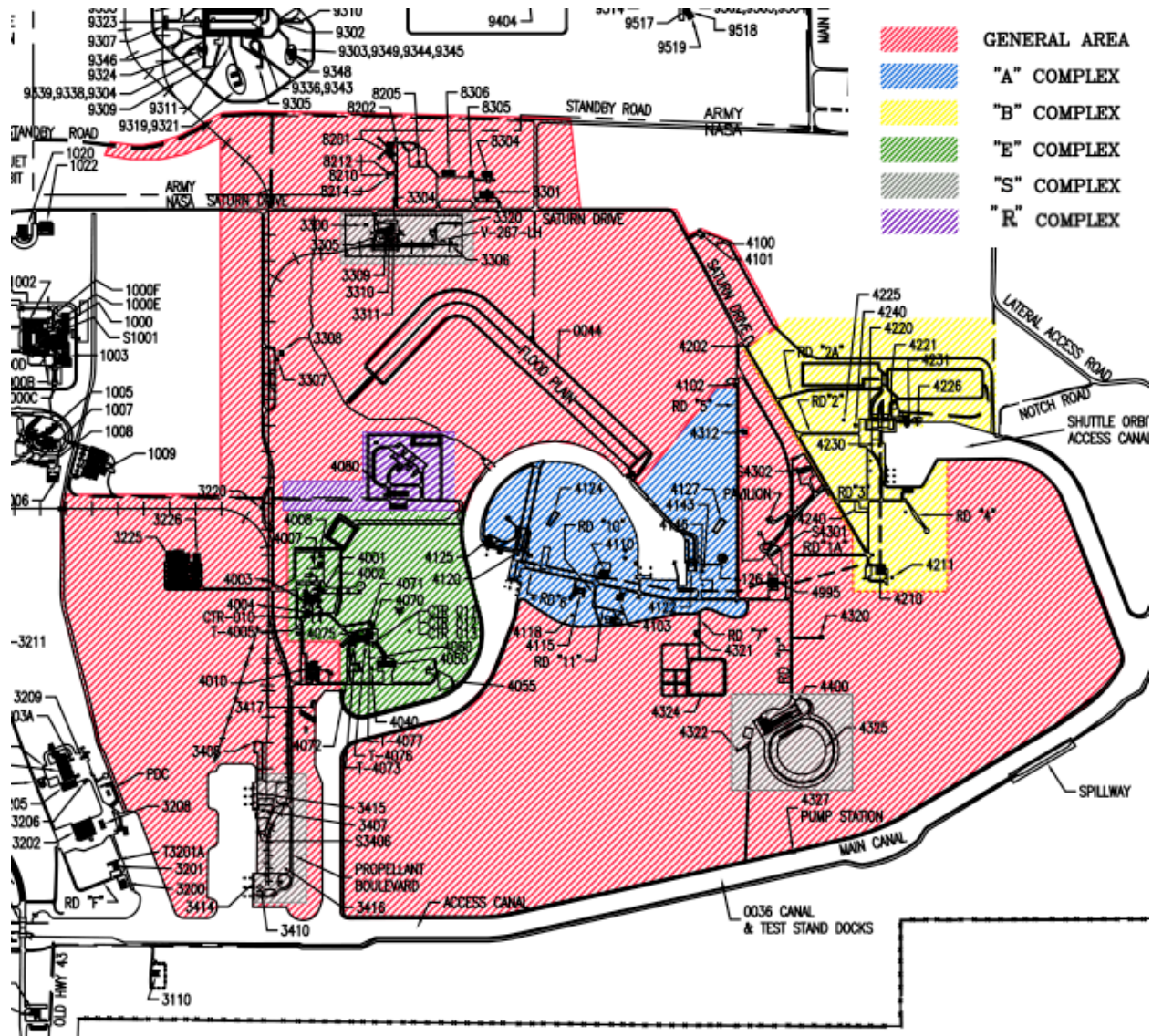
E-1 Test Stand (B-4050)
E-2 Test Stand (B-4001, B-4007)
E-3 Test Stand (B-4070)
E Complex Inert/Hydrogen Bottle Areas (B-4060)

R- “R” Test Complex Area (PURPLE) include, at a minimum, the following facilities. Please reference the map shown in Appendix A.2 for further clarification.

E-4 Test Stand (B-4085)
E-4 SCB (4084)
Test Control Center/High-bay/OfficesB4080

Stennis Organizational Instruction	SOI-8080-0040		Rev I
	Number		Rev.
	Effective Date:	June 27, 2019	
	Review Date:	June 19, 2024	
	Page 13 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division			
SUBJECT: Test Area Access Control			

Appendix A.2 Access Area Map



Stennis Organizational Instruction	SOI-8080-0040	Rev I
	Number	Rev.
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 14 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

Appendix B - A/B Test Complex Badge Board Operations

The purpose of the badge board is to verify no personnel are remaining in a test facility during an emergency.

Operation of Badge Board: The badge board will be used to verify the presence of personnel during an emergency event. All personnel accessing the test area will be required to place their badge, designated for the badge board on the board upon arrival at the test stand. This includes all personnel permanently stationed in the area as well as transient personnel with the proper security access (colored backdrop) for the area.

Visitors (personnel without a permanent A/B test complex backdrop) to the test area will be required to switch their temporary badge with a red visitors badge on the board before accessing the test stand. Where card readers are required to access the test area, the visitors will need to coordinate their entrance with the proper personnel.

Tour groups visiting the designated test area will be the responsibility of the tour guide(s). The number of personnel in the group will be documented on the badge board while the group is present in the area.

Role of the Test Complex Badge Board:

- Maintain positive control of access
- Assist in coordination of emergency response

Responsibilities of A/B Complex Test Stand Manager (or Designee):

Access Control

1. Controls the badge board by checking credentials and verify the need for access of the requesting party.
2. Maintain a listing of visitors on a pre-arranged tour. For a bus tour, log the tour leader and the number of personnel on the bus.
3. Ensure all personnel entering with an "Escort Required" badge are accompanied by an individual with a Test Complex badge.

Safety

1. Perform duties in Emergency response procedures as directed.
2. During an emergency situation, the first person exiting the stand should take the badge board to the marshalling area. This list shall be turned over to the TC or TD in charge at the time of the emergency. It is critical this information is communicated as quickly as possible.
3. Performs final inspection of badge board during test-day operations to ensure badge board is cleared and no personnel unaccounted for on the test facility.

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	Number	Rev.
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 15 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

Appendix C - E Complex Badge Board Operations

The purpose of the badge board is to verify no personnel are remaining in a test facility during an emergency situation.

Operation of Badge Board: The badge board will be used to verify the presence of personnel during an emergency event. All personnel accessing the test area will be required to place their badge, designated for the badge board on the board upon arrival at the test stand and exchange it with the appropriate badge for the facility being visited. This includes all personnel permanently stationed in the area as well as transient personnel with the proper security access (colored backdrop) for the area.

Visitors (personnel without a permanent E test complex backdrop) to the test area will be required to be accompanied by someone holding a permanent E-complex backdrop prior to going on the test stand. These individuals shall exchange their temporary badge with the appropriate badge for the facility prior to accessing the test stand.

Tour groups visiting the designated test area will be the responsibility of the tour guide(s), at least one of which must possess the E-Complex backdrop.

Role of the Test Complex Badge Board:

- Maintain positive control of access
- Assist in coordination of emergency response

Responsibilities of E Complex Test Directors and designees:

Access Control

1. Controls the badge board by checking credentials and verify the need for access of the requesting party.
2. Ensure all personnel entering with an "Escort Required" badge are accompanied by an individual with a Test Complex badge.
3. Ensures opportunities to receive E-Complex Safety Awareness training occur weekly
4. Verify personnel accessing more than one facility visit the badge board prior to each facility entry. (i.e, traveling from E-1 to E-3 requires a badge swap).

Safety

1. Monitors E-complex alarm system and is responsible for making initial communication of alarms with E-complex personnel.
2. Perform duties in Emergency response procedures as directed.
3. During an emergency situation, communicates personnel present on the affected facility(ies) to the Test Director/Test Conductor and provides updates to the TD/TC and personnel remove their badges from the badge board.
4. Performs final inspection of badge board during test-day operations to ensure badge board is cleared and no personnel unaccounted for on the test facility.

Stennis Organizational Instruction	SOI-8080-0040	Rev I
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	June 27, 2019
	Review Date:	June 19, 2024
Page 16 of 16		
Responsible Office: EA20/Engineering and Test Directorate/Operations Division		
SUBJECT: Test Area Access Control		

Appendix D - R Test Complex Badge Board Operations

The purpose of the badge board is to verify no personnel are remaining in a test facility during an emergency situation.

Operation of Badge Board: The badge board will be used to verify the presence of personnel during an emergency event. All personnel accessing the test area will be required to place their badge on the board upon arrival at the test stand and exchange it with the appropriate badge for the facility being visited. This includes all personnel permanently stationed in the area as well as transient personnel with the proper security access (colored backdrop) for the area.

Visitors (personnel without a permanent R test complex backdrop) to the test area will be required to either be accompanied by someone holding a permanent R area backdrop prior to going on the test stand.

Tour groups visiting the designated test area will be the responsibility of the tour guide(s), at least one of which must possess the "R" Test Complex backdrop.

Role of the Badge Board:

- Maintain positive control of access
- Assist in coordination of emergency response

Responsibilities of RSI Site Manager and designees:

Access Control

1. Controls the badge board by checking credentials and verify the need for access of the requesting party.
2. Ensure all personnel entering with an "Escort Required" badge are accompanied by an individual with a "R" Test Complex badge.
3. Ensures opportunities to receive "R" Test Complex Safety Awareness training as needed.